



## CALIFORNIA CULTURAL & HISTORICAL ENDOWMENT

TO: California Fair Political Practice Commission

FROM: Mimi Morris, Interim Executive Director,  
California Cultural and Historical Endowment (CCHE)

RE: Gift to State Agency

DATE: October 21, 2008

On November 19, 2008, the CCHE will be holding a meeting at the:

Environmental Nature Center (ENC)  
1601 E. 16<sup>th</sup> Street, Oak Room  
Newport Beach, CA 92663

For the official state purpose of conducting a CCHE Board Meeting, the ENC will waive the room rental fee of \$2000. The room will be used by the CCHE staff including Susan Hildreth, Mimi Morris, Anthony Planchon, Kathleen Cronin, Francelle Phillips, and Frank Ramirez and participating CCHE Board Members.

# Gift to Agency Report

# A Public Document

GIFT TO AGENCY REPORT

## 1. Agency Name

California State Library

Division, Department, or Region (if applicable)

California Cultural and Historical Endowment (CCHE)

Street Address

900 N Street, Room 380

Area Code/Phone Number

916 - 653 - 1330

E-mail

akwong@library.ca.gov

Agency Contact (name and title)

Angela Kwong

Date Stamp

California Form 801

For Official Use Only

☐ Amendment (explain in comment section)

Date of Original Filing: (month, day, year)

## 2. Donor Name and Address

☐ Individual ☒ Other Environmental Nature Center (ENC)

1601 E. 16th Street Newport Beach CA 92663

The ENC is a non-profit 501(c)-3 public benefit corporation.

If "Other" is marked, describe the entity's business activity (if business) or its nature and interests.

If applicable, identify the name of each source and the amount(s) solicited or received by the donor for this gift:

Name Amount Name Amount

## 3. Payment Information

Date and Amount of Payment (other than travel) 11/19/08 \$ 2000

Travel Payment Information (Round to whole dollars) Location of Travel

Date(s) of Travel Transportation Expenses Lodging Expenses Meal Expenses Other Expenses Total Expenses

Provide a specific description of the nature and use of the payment for official agency business:

The Oak Room at the ENC for the purpose of conducting a CCHE Board Meeting.

Identify the officials for whom the payment was used:

Hildreth Susan Board Chair CCHE  
Morris Mimi Interim Executive Officer CCHE

## 4. Verification

I have determined that it is in the interests of the agency to accept this gift and use it for the official agency business described above.

Mimi Morris Mimi Morris Interim Executive Officer 10/21/08

Comment: (Use this space or an attachment for any additional information.)

ENC Room Rental Fees





**Environmental  
Nature Center**

1601 16<sup>th</sup> Street  
Newport Beach, CA 92663

**RENTAL FEES**

**Rental Fees are based upon a maximum event length of 8 hours including set-up and take-down. A fee of \$200/hour will be charged for any event exceeding 8 hours.**

**Patio:** Adjacent to the building is a large patio area that is approximately 1200 sq. ft. and has a capacity for 150 persons seated at tables. This scenic venue offers access to the inside kitchenette, the fire pit and the outside restrooms. **\$2,400.**

**Sycamore Room:** The smaller of the two classrooms, the Sycamore Room has access to the inside kitchenette, inside restrooms and can include use of the entire patio space. It is 920 sq. ft. and can occupy up to 114 persons. **\$1,800.**

**Oak Room:** The larger of the two classrooms, the Oak Room is 1020 sq. ft. and has a capacity of 131 persons. This room also has access to our kitchenette, indoor restrooms and patio area if needed. **\$2,000.**

# Gift to Agency Report Instructions

## A Public Document

California  
Form **801**

This form is for use by all state and local government agencies to disclose payments made to the agency when the payments provide a personal benefit to an official of the agency. Examples may include travel, meals or other benefits. Under certain circumstances, these payments will not result in a gift to the official, but will be considered a gift to the agency. The payments must be used for official agency business and must meet other requirements that are set out in FPPC Regulation 18944.2, which is available on the FPPC website [www.fppc.ca.gov](http://www.fppc.ca.gov).

### When to File

This form must be filed within 30 days of the use of the payment. Reports may be faxed, mailed, personally delivered or e-mailed.

### Where to File

**State Agencies:** File this form with the Fair Political Practices Commission ("FPPC"), 428 J Street, Suite 620, Sacramento, CA 95814. Fax: 916-322-0886  
E-mail: [Form801@fppc.ca.gov](mailto:Form801@fppc.ca.gov)

**Local Agencies:** File this form with the official that maintains the agency's statements of economic interests (Form 700).

**Website Posting:** Each agency that maintains a website must also post the form or the information contained on the form on its website within 30 days of the use of the payment. Local agencies that do not maintain a website must forward the form to the FPPC for posting on its website.

### Part 1. Agency Identification

List the agency's name and address and the name of an agency contact. Mark the amendment box if changing any information on a previously filed form and include the date of the original filing.

### Part 2. Donor Information

Disclose the name and address of the donor. If the donor is not an individual, identify the business activity or nature and interests of the entity.

If the donor received payments from other sources that were used in connection with the activity, disclose the name and payment information for each source.

### Part 3. Payment Information

Report the date and amount of each payment. For travel payments, also disclose the location(s), and a breakdown of the expenses. Provide a specific description of the use of the payment and the intended purpose. List each agency official for whom the payment was used.

Example: A business entity paid for an agency employee to travel to attend an informational seminar on solar energy projects in Washington D.C. The description should read: "Travel to attend an EPA co-sponsored solar energy seminar held in Washington, D.C."

### Part 4. Verification

The agency head or his or her designee must sign the form.

### General Information

Gifts to agencies must meet the following requirements:

- The agency head or designee must determine and control the agency's use of the payment.
- The payment must be used for official agency business.
- The donor may identify a purpose for the gift but may not designate by name, title, class or otherwise, an official who may use the payment.
- The agency official who determines who will use the payment may not select himself or herself.

Travel payments must also meet these requirements:

- A payment for travel may not be used by a state or local elected officer or by the state, county, and city officials who hold positions listed in Government Code Section 87200.
- A payment for travel may not exceed the agency's own reimbursement rates for travel, or the State per diem or IRS reimbursement rates if the agency has no policy.
- The agency head or designee must preapprove travel paid for by a third party before travel commences.

Travel payments made by a federal government agency in connection with education, training, or other inter-agency programs are not reportable.

For further information on filing this report or for general information, contact the FPPC.